

THIS PAMPHLET OUTLINES THE PROCESS FOR OBTAINING A SPECIAL EXCEPTION IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT SECTION 11-3.11 OF THE ZONING ORDINANCE FOR MORE INFORMATION.

Special Use Permit

Definition: A permit for a use that, owing to some special characteristics attendant to its operation, installation, or relation to the neighborhood, is permitted in a district, subject to Town Council or BZA approval, in accordance with the provisions of Article 11 of this Ordinance. Special Use Permits are subject to special requirements and/or conditions that may be imposed by the Council or BZA, respectively, different from those usual requirements for the district in which the special use is located.

Special use permits may be granted to establish or restrict uses or structures which have the potential for harmful impact upon the health, safety, and welfare of the public upon finding that the use, with conditions, will not have a deleterious impact, and will reflect the spirit and intent of the Comprehensive Plan as well as the Zoning Ordinance.

Application: The following items shall be included with the application upon its submittal to the Planning Director:

- 1) A statement of justification explaining the compatibility of the proposed use with the existing and proposed land uses adjacent to and in the vicinity of the site. All to and in the vicinity of the site. All potential impacts must be discussed and addressed. See Section 11-3.10.2 for more details.

- 2) A vicinity map depicting the adjacent and nearby (within 1000 ft.) land uses, streets and other data customarily incidental to a vicinity map.
- 3) A proposed site development plan.
- 4) An analysis of the impact on the Town's transportation network.
- 5) An analysis of the impact on the Town's community facilities.
- 6) An analysis of the ability of the Town to provide police and fire protection to the proposed special use.
- 7) The proposed configuration and intensity of lighting facilities.
- 8) Noise impact and abatement studies.
- 9) The delineation of any necessary screening for any uses.
- 10) The delineation of screening and buffering of all parking areas in accordance with a landscaping plan.
- 11) Delineation of major trees on site.

Evaluation Criteria and Issues for

Consideration: Many factors will be considered determining whether or not a Special Use Permit will be granted. Thirty-two factors, which should be addressed in the applicant's statement of justification, will be considered. These factors can be found in Article 11-3.10.3 of the Town's Zoning Ordinance.

Planning Commission: Prior to going before Town Council, a public hearing will be held by the Planning Commission. Ultimately, the Planning Commission will make a recommendation to Town Council before the application goes before Town Council for its review.

Town Council Review and Hearing: For those uses that are listed as permissible upon approval by the Town Council, the Town Council shall consider the recommendations of the Town Planning commission before

granting or denying the approval of a special use permit. Before rendering a decision on a particular special use permit, the Town Council shall hold a public hearing, which may be a joint public hearing with the Planning Commission, after notice as required by 15.2-2204 of the Code of Virginia.

Conditions and Restrictions: In approving a Special Use Permit, the Town Council may impose such conditions, safeguards and restrictions as may be necessary to avoid, minimize or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of the Zoning Ordinance.

Fees: The fee for processing a special use permit shall be established by the Town Council by resolution. Please ask a staff member for a current fee schedule.

Application Deadline: In order to ensure town Staff has sufficient time to process Special Use Permit applications, applications are due prior to the third Wednesday of the month. If received by this date, the application will go before the Planning Commission the month following the receipt of the application.

SUBMITTED SPECIAL USE PERMITS MUST INCLUDE PAYMENT OF REVIEW FEES.

**TOWN OF WARRENTON
SPECIAL USE PERMIT
REGULATIONS AND
PROCEDURES**

1. Review the pamphlet closely.
2. While not required, a pre-submission conference with Town Staff is highly encouraged.
3. Review Article 11-3.10 of the Town's Zoning Ordinance. If you have any questions please contact the Department of Planning Community Development.
4. Submit your application along with fees to the Planning Director. Make sure your statement of justification addresses all the evaluation criteria. Additionally, be sure to include ALL required information listed in Article 11-3.10.2 of the Town's Zoning Ordinance.
5. Be sure your application is submitted by the third Wednesday of the month.
6. Appear before the Planning commission introducing your application.
7. Appear before Town Council addressing your application.

*Contact the Department of Planning and Community Development if you require any assistance or have any questions during this process.

**FOR FURTHER INFORMATION
AND ADDITIONAL HELP
PLEASE CONTACT:**

**The Department of Planning and
Community Development
18 Court Street
Warrenton, VA 20186
(540) 347-2405
Monday-Friday:
8:00 a.m. 4:30 p.m.**

**SPECIAL USE
PERMITS**



**AN OVERVIEW OF
TOWN SPECIAL
USE PERMITS
REGULATIONS
AND PROCEDURES**

**PREPARED BY:
THE DEPARTMENT OF
PLANNING AND COMMUNITY
DEVELOPMENT**